

SECRET

Cas File: Commo.
Control of
about 30-40%
of material
13 March 1963
Received

Control Procedure

Material which is controlled by the OC-Records Control is assigned a separate consecutive control number for each document. The six series of control numbers used by the OC-Records Control are as follows:

- | | | | |
|-----|-----------------------|--------------------|--------------------------------------|
| (1) | D | preceding a number | Incoming overseas
dispatches |
| (2) | "CT" | " " " | Incoming domestic
dispatches |
| (3) | "M" | " " " | Incoming & outgoing memoranda |
| (4) | "S" | " " " | Non-CIA cables |
| (5) | Numerical series only | | Agency incoming & outgoing
cables |
| (6) | " | " " | Top Secret material |

Form 717 (Document Control Form) is a twelve part interleaved carbon backed smudge proof form used in the Office of Communications for control and disposition of classified documents.

The Control Form 717 which is attached to the document is the index for future identification, for classification of document, origin, action designee, information routing, and a brief abstract of subject matter. Dates shown include date material was originated, dates received and released in the OC-Records Control, and suspense date when applicable.

Two copies of this index attached are retained in the OC-RC, copy #1 to be filed numerically and geographically, and copy #12 for suspense file in cases where a suspense date is assigned.

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The remaining ten copies (2-11), together with the appropriate routing and record sheet (if necessary), are affixed to the document being routed. The even numbers (4, 6, 8, 10, and 12) are for the Staffs and Divisions to use for their Document Control System. The uneven numbers (3, 5, 7, 9 and 11) are to be returned to the OC-Records Control for document control and disposition of each document.

There are two instances when exception is made to the latter procedure. One instance occurs when there is occasion to divide copies of dispatches received from overseas stations and the other, in the processing of routine COMMAND and RADNOTE cables. The exception made is that the action index (copy #3) and index #4 are attached to the action copy of the document, and the remaining copies (5-12), to the information routing copy. An asterisk precedes the control number for dispatches prepared in this manner.

Documents will be received in the Staff or Division with an uneven numbered index on top. The Staff or Division will remove the first even numbered index for their Document Control System. The remaining indices will travel with the document through the Staff or Division. When the documents are returned to Staff or Division for filing or forwarding, the uneven index will be detached and returned to OC-RC with the appropriate notations (ie, action taken; file classification and date; or forwarded and to whom) to record physical location of documents. Index numbers 3, 5, 7, 9 and 11 are to be returned to OC-Records Control.

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When a Staff or Division desires to place additional offices on the routing or to send a document outside the OC, the additional routing is to be added to the routing and record sheet in the order in which routing is desired. The document, with any remaining indices attached, should be returned to OC-Records Control for forwarding to the additional addressees.

Staffs and Divisions will institute intra-office procedures as are required to maintain effective control of material routed to them.

Control indices returned to OC-Records Control must show initials, date, and action taken, if any. When no action is required on documents to which a suspense date has been assigned, the copy #3, which is the action index, should be marked NAR (no answer required) and initialed by the Staff or Division Chief, or his Deputy.

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NO.	SEC. CLASS.	ORIGIN	1	
MATERIAL DATE	DATE IN	DATE OUT	FILE CLASSIFICATION	
SUBJECT			ROUTING	DATE SENT
SUSPENSE DATE				
ANSWERED	NO REPLY	FORM NO. 1 AUG. 55 MFG. 10-61	717 DOCUMENT CONTROL (13)	